



ENERGY STAR Charter Tenant Space

Are You Ready to Apply?

January 31, 2018

Cindy Jacobs and Craig Haglund

Today's Agenda

- Reminder: ENERGY STAR Charter Tenant Criteria
- Steps Completed
- Final Steps
- Review of Application Form and Guidance Documents
- Recap of Schedule
- Questions

Reminder: ENERGY STAR Charter Tenant Criteria

- Eligibility Criteria
 - Used solely as office or non-diagnostic medical office space (may include a data center)
 - Comprises $\leq 90\%$ of the total square feet of the building, which must have more than one tenant space (i.e., one tenant does not occupy the entire building)
 - Includes all space occupied by tenant organization in the building
 - May be in design, build-out/fit-out, or current occupancy
 - Located in U.S. states or territories
- Technical Criteria
 - Estimate energy use
 - Meter
 - Light efficiently
 - Use efficient equipment
 - Share data
- Verification
 - Licensed professional (PE or Registered Architect) reviews completed application form to make sure information is accurate, and verifies that meters and lighting are in place
 - LP stamp must be on application form before it is submitted to EPA

Steps Completed (or in process)

- Ensure meters are in place, and gather verification of +/-2% accuracy
- Complete and submit
 - *Equipment Inventory*
 - *Energy Use/Lighting Questionnaire*
 - **Submit by February 15 if you have not already**
- Set up space in ENERGY STAR Portfolio Manager
- Use Energy Use/Lighting Tool
 - Pilot phase tool designed for **up to 2** contiguous floors
 - Enter only 1-2 floors, even if total space is larger
 - Do NOT need to run tool more than once
 - Save Tool Results PDF to submit with Application

Final Steps...

- Download and Complete Application Form
 - Refer to Guide for Charter Tenants
 - Checklist approach
- Have a Licensed Professional verify information in Questionnaire/Tool Results and Application Form
 - Provide with Guide for LPs
 - Application includes checkboxes for Licensed Professional (Professional Engineer or Registered Architect) verification and stamp
- Submit Application **by March 30, 2018**
- Earn Recognition!



2018 ENERGY STAR[®] CHARTER TENANT SPACE

This space has been verified
to meet energy design criteria
set by the U.S. EPA

...Well, *Almost* Final Steps

- EPA will send out a feedback form in February – please complete so we can make the ENERGY STAR Tenant Space recognition as valuable as possible.
- Let us know if you would like to participate in user testing for the next version of the Tool
- Send us your comments **at any time**

tenantrecognition@energystar.gov



Application Form and Guidance

Recap: Schedule

- By February 15
 - All Inventories and Questionnaires submitted to EPA
- By March 30
 - Applications submitted to tenantrecognition@energystar.gov
 - Applications include:
 - Completed Application Form, with LP stamp and signatures
 - Tool Results document
 - Independent energy estimate (e.g. energy model results), if available



Questions?